

#### **IV. Race Event Operation Requirements**

The City of Columbus recognizes that race events are a major contributor to the overall quality of life for residents. City Departments perform many services to maintain public infrastructure for both daily use and for special event use. Through permitting the use of City property and facilities for recreational purposes there must always be a balance between accommodating the needs of the community at large and race event use. Allowing race event use is a compromise and therefore for the City to continue to allow City property to be used for race events, basic policies governing use are in place.

Race Coordinators seeking use of streets, sidewalks, trails and parks for races must secure permits to do so. Permits are required for the City to schedule regular property maintenance and to keep track of when properties are available for use. Permitting is the formal process of designating who, what, where and when various properties are authorized for use and the conditions under which they can be used.

Specific requirements apply to certain areas of race operations, such as amplified sound, vending, and course layout. Race Coordinators should contact each city department a minimum of 90 days prior to the race to thoroughly review all requirements and applicable fees. All division inspectors have the authority to close any race activity, which is not in compliance with city regulations.

##### **1. Race Event Insurance**

The City of Columbus requires each race to carry commercial general liability insurance naming the City of Columbus as an additional insured. The policy must provide a minimum of \$1,000,000 of insurance for general aggregate liability losses, personal injury, property damage, product liability, and cover all operations of the race event including but not limited to participants, contractors, subcontractors, vendors, exhibitors, staff, volunteers, etc. The coverage should be written on a “per occurrence” basis and should include race “set-up” and “tear down” dates. The City reserves the right to require more coverage as deemed necessary. The insurance coverage is to be written by a company licensed to do business in the State of Ohio. The applicant, not the agent, must submit a copy of the ACCORD Certificate of Insurance (**Appendix A**) to the CRPD Office of Special Events 30 days prior to the race. Organizations whose certificate of insurance will expire after the application deadline and prior to the race event must submit a copy of the existing policy, but are required to submit an updated certificate to the CRPD Office of Special Events no less than 5 days prior to the date of the race event or the race event permit will be revoked. It is understood that the City of Columbus is held free and harmless from any liability associated with a permitted activity. An additional specialized alcohol liability insurance policy in the amount of \$1,000,000 is required if a race obtains permission from the City and a permit from the State of Ohio to have alcohol at the race.

##### **2. Block Party/Street Closure Permit (Chapter 923, Columbus City Code)**

A Block Party/Street Closure Permit (**Appendix E**) is required when an applicant desires to close any public street or alley. To be considered for a Block Party/Street Closure Permit, completed applications must be returned to the CRPD Permit & Rental Services Office and include:

- A list of the streets to be closed and a map showing corresponding intersections.
- The proposed times and dates of closure and reopening.

- A petition signed by representatives of 80% of the total affected properties.
- Submission of the application and fee (15) days prior to the requested closure. Applications filed less than (15) days before the event will be subject to a \$50.00 expedited service charge and may not be processed.
- Meter Request Form identifying location of all parking meters to be removed from service must be submitted to Parking Violations Bureau (30) days prior to closure. The approved meter request form and payment of meter fees must be submitted to CRPD before a block party/street closure permit will be issued by CRPD. **(Refer to Section V. A. 1)**
- Signage must be posted on all used meters 24 hours prior to race event

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| <input type="checkbox"/> <b>Block Party/Street Closure Permit - Rec. &amp; Parks</b><br><b>(Affecting 15 or less properties)</b>                             | <b>\$75.00</b>  |
| <input type="checkbox"/> <b>Large Block Party/Street Closure Permit - Rec. &amp; Parks</b><br><b>(Major thoroughfare or affecting 16 or more properties)</b> | <b>\$100.00</b> |

All applications for closure of major thoroughfares (i.e. High St., Broad St., etc.) are subject to the review and written approval of the Division of Police, Division of Fire, Traffic Management Division, Infrastructure Management Division, and Refuse Collection Division. Prior to returning a Street Closure application to the CRPD Permit & Rental Services Office for processing, the application must be approved by the reviewing city divisions and all meter fees must be determined by the Parking Violations Bureau **(Refer to Section V. A. 1)**. Below are the general requirements for each division.

#### **Division of Police**

- Requires Race Coordinators to provide general race information, including crowd size, proposed entertainment, plans for the sale of alcohol, and a map of the streets to be closed. Depending on the streets to be closed and closure times, Race Coordinators may be required to arrange police coverage for traffic control.

#### **Department of Public Service**

- Requires posting of "Emergency No Stopping" signs **(Appendix G)** 72 hours prior to closing streets without parking meters, and posting of "Public Notice" signs **(Appendix H)** 24 hours prior to when meters are to be removed from service. The Right-of-Way Permit Section of the Dept. of Public Service will issue a permit number that must be affixed to each "Emergency No Stopping" sign by the Race Coordinator. The signs can be purchased at the Right-of-Way Permits Office at 50 West Gay Street or received by email. Parking enforcement may only ticket/tow vehicles if signage is posted. Race Coordinators must remove signs at conclusion of the event.
- Requires Race Coordinators to arrange for all traffic control devices needed to inform the general public of traffic restrictions.
- May require submission of a Street Sweeping or Post-Event Clean-Up Deposit **(Refer to Section V. A. 2)** and payment for lost meter revenue when removing parking meters from service **(Refer to Section V. A. 1)**.

### **Division of Fire**

- Requires Race Coordinators maintain a 20' fire lane if anything is placed on a street (contact Lt. Brian P. Fowler – 614-645-7641 ext. 5605).

### **Refuse Collection Division**

- Requires review of the race's trash collection/removal plan (contact Al Bohanan – 614-645-5930).

### **3. Occupancy Permit** (Chapter 903, Columbus City Code)

This permit (**Appendix I**) is required anytime an applicant desires to construct race related items on a public right of way prior to the permitted time of a block party/street closure or outside of the closure boundaries included in the applicant's approved Block Party/Street Closure Permit. Applicant must provide necessary pedestrian or vehicle traffic control devices for items erected on streets and sidewalks. Items constructed on sidewalks may require signage redirecting pedestrians to an alternative route. The Traffic Management Division will designate the quantity and type of traffic control devices required. If the closure of the street restricts normal access to parking meters, then the Race Coordinator must coordinate with the Parking Violations Bureau for the affected meters to be removed from service. If removing parking meters from service, the Race Coordinator must make payment for any lost parking meter revenue or request a fee waiver from the Parking Violations Bureau (Section III. A. 1). Occupancy Permit Applications must be filed 10 days prior to the closure. If accompanying a street closure must be filed 15 days prior.

☐ **Occupancy Permit –Right-of-Way Permits Office**  
**(Up to 5 consecutive days)**

**\$80.00**

### **4. Temporary Event Permit** (Chapter 2502, Columbus City Code)

The Race Coordinator must secure a Temporary Event Permit (**Appendix K**) when compressed/flammable gases or liquids are to be present on-site, or when tents are heated, used for cooking operations, or as places of assembly (50 or more people and/or 400 square feet or larger). All tents must be labeled by the manufacturer documenting they are flame retardant. If a permanent label is not affixed to the tent canopy, the occupant must provide documentation indicating the material is flame retardant and the date on which it was treated. Temporary Event Permit application fee(s) must be submitted to the Division of Fire, Special Inspections Office 14 days prior to the race. The following support materials must accompany the application:

- A detailed site plan showing the boundaries of the race, and all cooking and assembly locations.
- A listing of all persons operating an assembly, cooking, and/or any operation utilizing compressed/flammable gases or liquids complete with contact information for each.

The Division of Fire will inspect all vendors on the day of the race and issue a permit to the Race Coordinator if all components of the are in compliance with fire

regulations. During the inspection all tents, cooking equipment, appliances and compressed/flammable gas tanks will be checked for compliance with standards of City Code 2501.23 and NFPA #58. The Race Coordinator should notify all vendors, in advance, of the following:

- Food vendors may not operate until they have been inspected by the Columbus Division of Fire.
- No open-flame or “deep fry” cooking is allowed under a tent or canopy.
- Deep fryers must be under a metal awning.
- No more than 200 pounds of Liquefied Petroleum Gas (LPG) may be stored at a single food cooking location.
- All LPG tanks must be secured by a steel chain or cable and they must have a safety ring on them while in use and a safety cap when they are not in use.
- Hoses connected to LPG tanks must be marked “LP GAS PROPANE, 350PSI WORKING PRESSURE”.
- A new or recharged 40BC rated fire extinguisher must be available at each cooking location. A “K” extinguisher is required for vendors cooking with oil.
- Ashes from charcoal grills must be disposed of in a metal container and 5 gallons of water must be kept next to the grill during cooking.

<input type="checkbox"/>	<b>Temporary Event Permit- Div. of Fire</b>	<b>\$75.00 per event</b>
<input type="checkbox"/>	<b>Application Late Fee (less than 30 days prior)</b>	<b>\$25.00 per event</b>
<input type="checkbox"/>	<b>Event Inspection Fee – Div. of Fire</b>	<b>\$329.00*</b>

*\*Per inspector per day per 4 hour time frame after normal business hours. Any inspection over the 4 hours will be charged an additional hourly fee.*

5. **Fireworks, Pyrotechnics and Flame Effects** (2532, 2502, Columbus City Code)  
Permission to incorporate fireworks, pyrotechnics, or flame effects into a race event is contingent upon meeting the requirements set forth by the Division of Fire. Race Coordinators must submit a completed Firework, Pyrotechnics and Flame Effects Exhibition Permit application and detailed exhibition plan (**Appendix L**) a minimum of five days prior to the event. The plan must include:

- A list of each device being used along with a Material Data Safety Sheet (MSDS) for each device.
- The class and number of set pieces or fireworks shells along with the amount of explosives being used (in pounds).
- The amount and type of fuel to be used for flame effects, as well as, the storage arrangements.
- Certification that all sets, scenery and rigging materials are flame-retardant.
- A diagram of the race site that shows placement of each device, and its fallout radius relative to the location of the audience, buildings, roadways and inhabited structures within 1000 feet.
- A copy of the Exhibitor’s License issued by the Ohio State Fire Marshal.

In addition to the plan, Race Coordinators must supply a Certificate of Insurance documenting a minimum of \$2,000,000 in liability insurance and list the City of Columbus, and its employees, agents and servants as additional insured. The licensed exhibitor will be required to provide a demonstration of the pyrotechnics and special effects to the fire official prior to the show to receive a permit. If the

show and/or demonstration are conducted outside the hours of 8am-5pm Monday-Friday, then a special inspection fee will apply.

- ☐ **Fireworks Permit- Div. of Fire** **\$200.00**
- ☐ **Pyrotechnics and Flame Effects Exhibition Permit** **\$125.00**

**6. Temporary Food Service License** (Chapter 3717, Ohio Revised Code)

Columbus Public Health requires anyone selling food for a charge or required donation to the public to obtain either a Mobile or Temporary Food Service License. In the State of Ohio, a Temporary Food Service License is not required when food is made available to the public for free. Mobile Food Service Licenses allow food vendors to sell food, throughout the year, anywhere in Ohio. Temporary Food Service Licenses are generally obtained for a single race held in a specific city and fall under the jurisdiction of the local health department. Race Coordinators should provide an application for a Temporary Food Service License (**Appendix M**) to all food vendors that do not possess a Mobile Food Operation License. To obtain a Temporary Food Service License, applicants must submit the required fee along with the completed application at least 10 days prior to the race. Columbus Public Health will NOT process permits received less than 24 hours before a race or after 3:00 pm on Thursdays for weekend or Monday holiday events. This means that no permits can be purchased on the day of the race.

**Food Safety at Race Events**

Columbus Public Health may conduct inspections at certain race events. Adequate hand washing facilities, water for cleaning, and containers for wastewater, grease and ash must be provided to food vendors for all race events. Inspectors also require each vendor to have adequate food storage units that can maintain appropriate temperatures (**listed in Appendix M**).

- ☐ **Temporary Food Service License (Non-profit Organization)** **\$18.00/day**
- ☐ **Temporary Food Service License (Commercial Operation)** **\$36.00/day**
- ☐ **Mobile Food Operation Service License** **\$322.00/year**

**7. Mobile Food Vendor License** (Chapter 573, Columbus City Code)

The Department of Public Safety, License Section requires all mobile food vendors (food trucks, food trailers, pushcarts or pedi-carts) to obtain a Mobile Food Vendor License (**Appendix O**) unless they are participating in a special event. A special event means any public gathering upon public property for which a block party, race event, parade permit, community market or other like permit has been issued by the City of Columbus. No mobile food vendor may operate within 1,000 feet of any special event, except with the express written permission of the race organizer or if they utilize a designated mobile food vending access permit in an area not impacted by a street closure. No mobile food license is required if the unit operates exclusively within a special event and a public right of way license is not required if the special event is held on a public right of way.

A food truck, food trailer, pushcart or pedi-cart operating in a public right of way shall be 25 feet or less in length. A pushcart has to be 4 feet or less in width and 9 feet or less in length. There are no size limitations when operating on private

property. Mobile food vendors must only sell or serve food sidewalk-side if vending from an open street, road or alley. All units must comply with Columbus Public Health, License Section and Division of Fire licensing and inspection requirements. Food trucks and food trailers must have a registration from the Ohio Bureau of Motor Vehicles. All applicants must obtain a letter of good standing issued by the City of Columbus Income Tax Office, obtain an Ohio Department of Taxation Vendors License, provide a Certificate of Insurance (\$1 million for trucks and trailers; \$300,000 for pushcarts and pedi-carts), and complete a criminal background check before a license can be issued.

Fees payable per unit to the License Section:

<input type="checkbox"/> <b>Non-refundable Mobile Food Vendor License</b>	<b>\$180.00</b>
<input type="checkbox"/> <b>Non-refundable Public Right of Way License</b>	<b>\$250.00</b>
<input type="checkbox"/> <b>Non-refundable Application Fee</b>	<b>\$50.00</b>

**8. Temporary Commercial Zone Permit** (Chapter 922, Columbus City Code)

If a food truck wants to sell on a public street and have the parking meters bagged, the vendor must submit a **Temporary Commercial Zone Permit application (Appendix P)** at the Right-of-Way Permits Office at 50 West Gay Street. The food truck must pass all city inspections (Health, Fire & Safety), and the vendor must have all required permits, pay for lost meter revenue, circulate a petition of adjoining property owners, verify that all local, county and state taxes have been paid, and submit a copy of their Certificate of Insurance for a minimum of \$1,500,000.00 of coverage. When a food truck is selling on private property they only are required to obtain a **Mobile Food Service Operation License (Appendix O)**.

<input type="checkbox"/> <b>Temp. Commercial Zone Permit Application Fee – DPS Permit Office</b>	<b>\$80.00</b>
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**9. Marine Event Permit** (Chapter 921, Columbus City Code)

A Marine Event Permit is required when an applicant desires to use a publicly controlled body of water within the City of Columbus. Payment must be made to secure a reservation for the waterway and a Marine Event Permit application **(Appendix V)** must be submitted to the CRPD Permit & Rental Services Office 30 days prior. Applications filed less than (7) days before the event will be subject to a \$50.00 expedited service charge and may not be processed.

<input type="checkbox"/> <b>Marine Event Permit – Rec &amp; Parks (up to 5 dates)</b>	<b>\$25.00</b>	<b>per date</b>
<input type="checkbox"/> <b>More than 5 dates = \$125.00 for first 5 dates plus \$10.00 per additional date</b>		

**10. Park Permit** (Chapter 921, Columbus City Code)

A permit is required for all scheduled use of public parks attracting more than 10 people. The Race Event Application **(Appendix A)** serves as the park use permit, it is not necessary to file an additional permit for park use. If utilizing park facilities (shelter houses, stages, etc.) additional fees and/or applications may be required see Section VI.

**11. Noise Abatement License** (Chapter 924, Columbus City Code)

Columbus City Code allows CRPD Office of Special Events to issue a Noise Abatement License to exempt Race Events from the City Noise Ordinance that have met the requirements for having amplified sound for a non-commercial purpose.

“Non-commercial purpose” shall mean and include, but is not limited to philanthropic, political, patriotic, recreational and/or charitable purposes. “Amplified sound” is the use of any machine or device required for the amplification of the human voice, music or any other sound. This shall not include vehicle radios, personal music devices, display screens and/or warning devices used on lead/emergency vehicles.

For the safety of race event participants, amplified sound used solely for the purpose of delivering race event announcements on a recurring or intermittent basis can be conducted at the start/finish area up to 90 minutes prior to the beginning of any race event within an area “zoned commercial”. Amplified sound is not permitted in an area “zoned residential” (Refer to Section II for definitions).

Continuous amplified sound (music, DJ, simulcasting and/or band performances) are permitted at the start/finish area of any race event, within areas zoned commercial, up to 60 minutes prior to the start of the race event. No amplified sound may occur after 11:00 p.m. If all city requirements are met when a Race Event Permit is issued, it will include the Noise Abatement License. This only applies to race events held on a trail, road or combination course. The CRPD Office of Special Events may restrict hours of broadcast or limit placement of the source of any amplified sound along a race course in an effort to minimize inconvenience to persons residing on properties abutting the permitted race event course.

Requirements for obtaining a Noise Abatement License:

- Applicant must submit completed Race Event Application including type of equipment (public address system, bullhorn, etc.) and indicate if amplified sound will be stationary.
- If there are multiple amplified sound locations, you must clearly mark locations and duration of sound on your course map.
- Applicant must demonstrate that the activity is non-commercial.

**12. Festival Registration - Tent and Electric Permits** (Chapter 4113.51 Columbus City Code provide for temporary use of tents greater than 400 square feet in total area)

The application must be submitted 30 days prior to race and include three copies of a site plan, to include location of temporary structure(s) identifying means of egress and date of occupancy and three copies of the certificate of proof of flame retardant tent material. Festival Registration applicants shall provide notarized evidence acceptable to the Chief Building Official, that all tents meet city code requirements and are safe for their intended use (**Appendix S**). Tents utilized for gated races are subject to full building permit fees. Tents utilized for free and open public events will be permitted for the cost of Festival Registration as noted in the current Department of Building and Zoning Services fee schedule.

*NOTE: It is the responsibility of the Race Coordinator to schedule the Festival inspection by calling the Department of Building and Zoning Services Building Inspection Office at 614-645-8235 24 hours prior to the requested day of inspection.*

**Electric Permits-**

An electric permit is required when the lighting and power is hard wired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator. An electric contractor registered with the City of Columbus is required **(Appendix T)**.

An electric permit is not required when electric power is obtained by plugging into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator similar to generators used for supplying electric to a single family home.

*NOTE: It is the responsibility of the Race Coordinator to schedule the Festival inspection by calling the Department of Building and Zoning Services Electric Inspection Office at 614-645-8265 24 hours prior to the requested day of inspection.*

- ☐ **Festival Registration (including temporary use of tents and/or electric permits) – Dept. of Building and Zoning Services** **\$75.00**

**13. Commercial Sales/Promoter License** (Chapter 523, Columbus City Code)

The Department of Public Safety, License Section requires all vendors wishing to conduct food or merchandise sales to obtain a Commercial Sales License unless they are participating in a race event which is being held on a legally closed public street.

To obtain a Commercial Sales/Promoter License **(Appendix Q)**, local applicants must obtain a record check from the License Section when filing their application at 750 Piedmont Ave. Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Vendors participating in a race event that is partially held on a legally closed street are exempt from obtaining this license. It is recommended that applicants complete this process three weeks prior to the event as Commercial Sales/Promoter Licenses cannot be issued until record checks are complete.

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| <input type="checkbox"/> <b>Commercial Sales License- License Section</b>              | <b>\$150.00</b> |
| <input type="checkbox"/> <b>Commercial Sales Promoter – License Section</b>            | <b>\$300.00</b> |
| <input type="checkbox"/> <b>Commercial Sales License- Tri-Annual – License Section</b> | <b>\$75.00</b>  |
| <input type="checkbox"/> <b>Background check Processing Fee-License Section</b>        | <b>\$32.00</b>  |
| <input type="checkbox"/> <b>Application Fee – License Section</b>                      | <b>\$10.00</b>  |
| <input type="checkbox"/> <b>Photo Fee – License Section</b>                            | <b>\$5.00</b>   |

**14. Charitable Solicitation Permit** (Chapter 525, Columbus City Code)

Any non-profit charitable organization soliciting funds from the public must register **(Appendix R)** with the Department of Public Safety, License Section before conducting any fundraising activities. Receiving a Charitable Solicitations Permit



requires board approval and may take 4 – 6 weeks.

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| <input type="checkbox"/> | <b><i>Charitable Solicitation Permit – License Section</i></b> | <b><i>\$25.00</i></b> |
| <input type="checkbox"/> | <b><i>Application Fee – License Section</i></b>                | <b><i>\$10.00</i></b> |